

Air Force Personnel Center

User Guide

Civilian Virtual In-Processing (*cVIP*)

- Streamlines complex in-processing documentation
- Electronic signatures, certifications, and approvals
- Forms electronically profiled to OPF
- New employees in-process through the web



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HQ, Air Force Personnel Center
Directorate of Civilian Personnel Operations
AFPC/DPCXT

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Introduction

Welcome to Civilian Virtual In-Processing better known as cVIP

Background. Up to 60 in-processing forms (approx 1700 pieces of data) must be completed by new employees. In some cases AFPC mails the forms, the selectee completes and returns some of them to AFPC; the others are completed at the CPF upon entrance onto duty, then the CPF in turn must fax the completed forms back to AFPC for filing in the Electronic OPF. Many of these forms collect duplicative data.

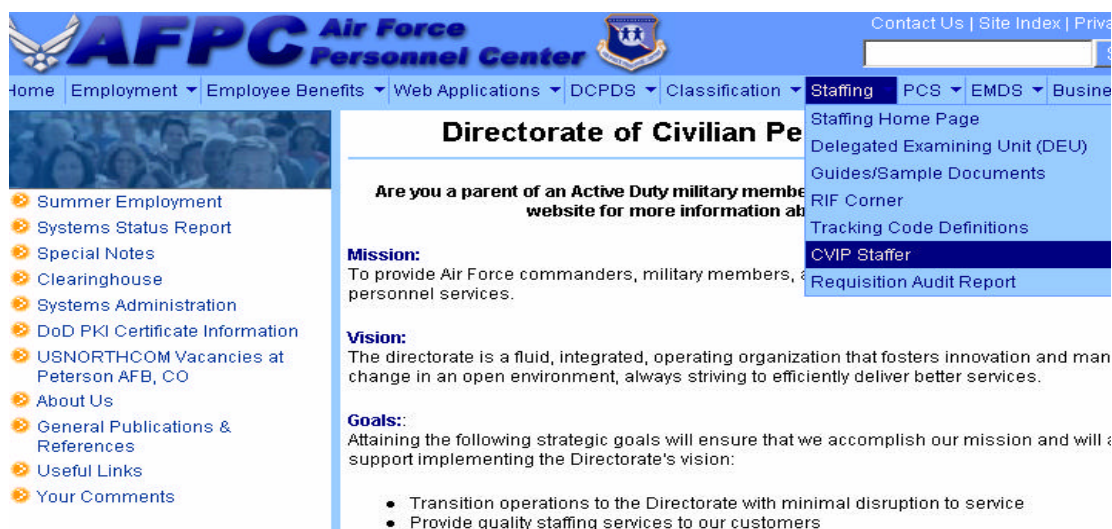
This manual, split process is highly inefficient. A new employee provides their SSN up to 38 times. Furthermore, it's a manual paper process, requiring mailing and/or faxing of hard copy forms. Upon collection of the data, many of the forms are destroyed; other hard copy forms must be manually scanned into the electronic OPF.

To simplify and streamline the process of new employee in-processing, the Civilian Virtual In-Processing or cVIP program has been developed to automate many of these manual processes.

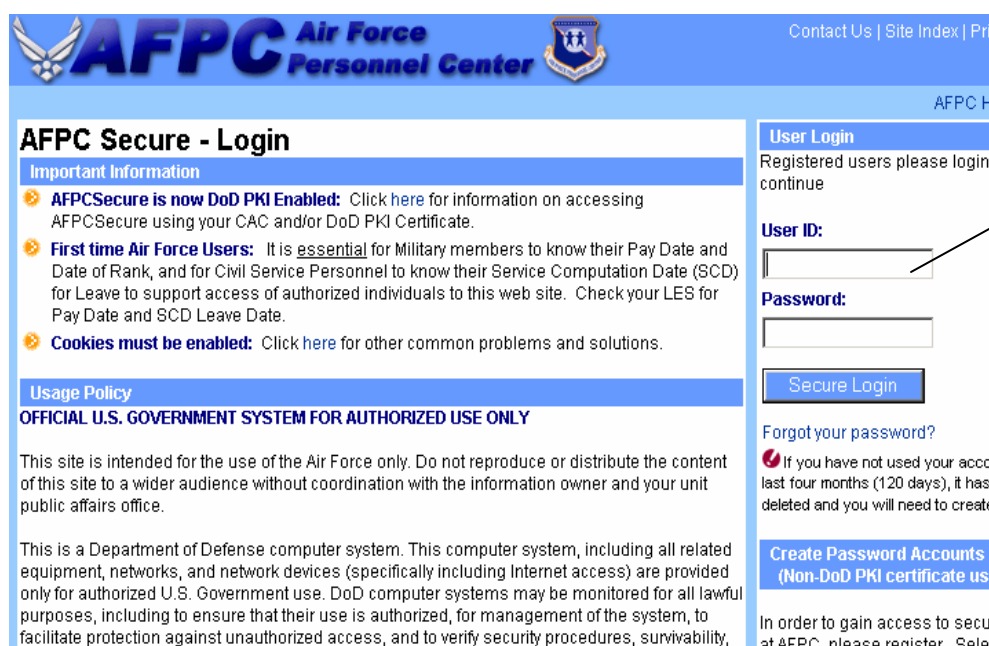
Current Version. The cVIP application is Internet based and will support all aspects of employment processing to include validating employment eligibility (tentative), pre-appointment, and appointment processing. This application will support all new hires, regardless of the recruitment source. By using cVIP, selected candidates will provide required information over the World Wide Web. This information will populate electronic in-processing forms, which, in turn, automatically flow to the electronic OPF.

Chapter 1 – Accessing cVIP

The Human Resource Specialists will access cVIP by going to the **AFPC/DPC** website <http://www.afpc.randolph.af.mil/dpc>. By clicking on the **Staffing** option, the following screen will display:



The cVIP Staffer link will direct users to the AFPC Secure Web Sites Login page as displayed below. If the HR Specialist currently has a User ID and password, login here (this is the same password used to conduct personal business in the secure site, such as self nominating). If not, click on the **Civilian** button and follow the instructions for creating an account. Once the account is created, return to the login page and enter User ID and password then submit.



Now that the User has successfully logged into the AFPC Secure Web Sites they will be directed to the page displayed below. This page lists all applications for which the User has access. Click on the **cVIP** button.

AFPC Air Force Personnel Center

Contact Us | Site Index | Privacy

AFPC Home

AFPC Secure

Main Menu

**These are secure sites.
Please close all browsers when you leave the applications.**

These sites are intended for the use of the Air Force only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner and your unit public affairs office.

MALONE MARGARET, You have access to the following sites:

Civilian_Docs_DPCFiles	Provides a means to download civilian files
Civilian_Electronic_OPF	This application allows current Air Force Employees access to their electronic OPF. You will find the required viewing software and instructions at https://www.afpc.randolph.af.mil/eopf/eopf_setup.htm
cVIP	Civilian Virtual In-Processing
EBIS	The Employee Benefits Information System (EBIS) gives civilian employees, serviced by the Directorate of Civilian Personnel Operations (HQ AFPC/DPC) at

Note: A **redirect screen** will briefly appear, wait for the cVIP Welcome page.

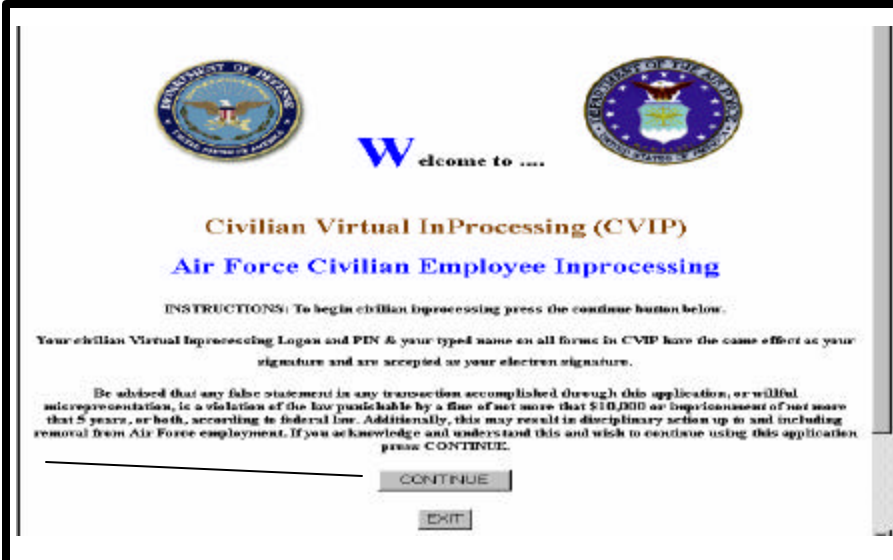
At this point a new browser should appear with your selected web in it. On a few systems the new browser may appear behind this browser, so if you are able to see this message, please check to see if the requested web is open in another browser hidden behind this screen.

On a very small number of systems, a new browser is not opened at all.

I.E. 4.X: The only resolution has been to uninstall and reinstall I.E., and then to reinstall all the patches your system administrator may have installed. (Work with your system administration people if you are having this problem.)

I.E. 5.X: This is the only resolution we have found:
 Uninstall I.E. 5.X
 Reboot
 Reinstall I.E. 5.X (Latest version available)
 Reinstall Service Pack 6
 Reinstall Service Pack 6a
 Install SP6A hotfix
 (Note, this is current as of March 2000. Service Packs and Hot Fixes released in or after March 2000 may also need to be reinstalled.)

Click on the **Continue** button to proceed.



The screen displays the Department of Defense and Department of the Air Force seals at the top. Below them is a 'Welcome to' message. The title 'Civilian Virtual InProcessing (CVIP)' is in brown, and 'Air Force Civilian Employee Inprocessing' is in blue. Instructions state that logging in with a CVIP login and PIN is equivalent to a signature. A warning about false statements and potential disciplinary action is provided. At the bottom, there are 'CONTINUE' and 'EXIT' buttons.

DEPARTMENT OF DEFENSE

DEPARTMENT OF THE AIR FORCE

Welcome to

Civilian Virtual InProcessing (CVIP)

Air Force Civilian Employee Inprocessing

INSTRUCTIONS: To begin civilian Inprocessing press the continue button below.

Your civilian Virtual Inprocessing Login and PIN & your typed name on all forms in CVIP have the same effect as your signature and are accepted as your electronic signature.

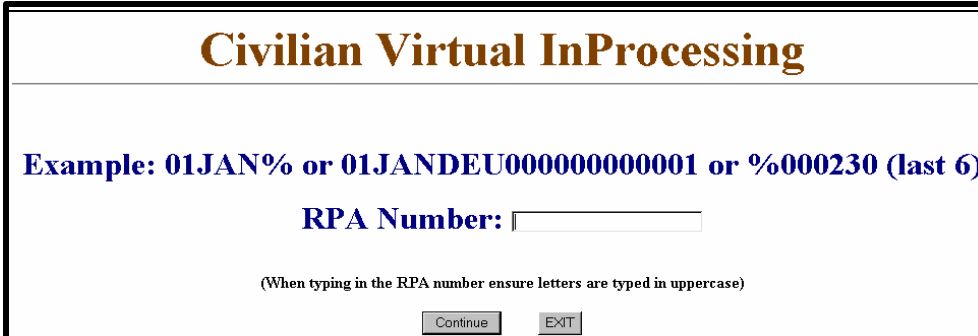
Be advised that any false statement in any transaction accomplished through this application, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to federal law. Additionally, this may result in disciplinary action up to and including removal from Air Force employment. If you acknowledge and understand this and wish to continue using this application, press CONTINUE.

CONTINUE

EXIT

The next screen to display is the RPA request screen.

Enter the Request for Personnel Action Number (RPA), then press the **Continue** button.



The screen has a title bar 'Civilian Virtual InProcessing'. Below it, an example RPA number is shown: 'Example: 01JAN% or 01JANDEU0000000000001 or %000230 (last 6)'. The label 'RPA Number:' is followed by a text input field. A note below the field states '(When typing in the RPA number ensure letters are typed in uppercase)'. At the bottom are 'Continue' and 'EXIT' buttons.

Civilian Virtual InProcessing

Example: 01JAN% or 01JANDEU0000000000001 or %000230 (last 6)

RPA Number:

(When typing in the RPA number ensure letters are typed in uppercase)

Continue

EXIT

Note: Enter the RPA number in all **CAPS** (Field is case sensitive). If you do not have the complete RPA number you can use the % sign as a wildcard, but we recommend you enter the complete number so you do not pull the wrong RPA.

Select the RPA

If you did not enter the complete RPA number you will see a list of RPA numbers as shown in the example below. To continue you must select (highlight) the RPA (even if it is the only choice), then click on the **Continue** button.

Civilian Virtual InProcessing

Please Select a RPA number:

1. Select the RPA number by clicking on it. RPA number must be highlighted before you click on "**Continue**" button. Last 3 digits indicate the RPA NOA
2. Click on "**Continue**" Button

RPA	NOA
02MAY8TSABARRC095497	
02MAY8TSABARRC095627 171	
02MAY8TSABARRC097747 171	
02MAY8TSABARRC097764 171	
02MAY8TSABARRC097780 171	
02MAY8TSABARRC100354 171	
02MAY8TSABARRC100380 171	
02MAY8TSABARRC100397 171	
02MAY8TSABARRC100409 171	
02MAY8TSABARRC100417 171	
02MAY8TSABARRC101749 171	
02MAY8TSABARRC101766 171	
02MAY8TSABARRC101766 001	
02MAY8TSABARRC101797 171	
02MAY8TSABARRC101799 171	
02MAY8TSABARRC101809 171	
02MAY8TSABARRC101812 171	
02MAY8TSABARRC101841 171	
02MAY8TSABARRC101849 171	
02MAY8TSABARRC101882 171	

Continue EXIT

Note: If you input an RPA number that does not contain a SSN or the RPA cannot be found, you will receive the error notice displayed below. The cVIP application cannot function without a SSN on the RPA. Once the RPA is updated with the SSN it could take as long as 24 hours to refresh the data. Refresh is usually completed by 0900 CST each workday. Data added/changed on the RPA will take until the next refresh completes. The Refresh RPA button in the Refresh module of cVIP should then be executed. If you input the wrong RPA 3 times you will automatically be disconnected from the system.

Civilian Virtual InProcessing

There is no SSAN assigned to this RPA number.

Click on "**Continue**" Button to try another RPA number

Continue EXIT

Create a Personal Identification Number (PIN)

Once the HR Specialist has input a valid RPA number one of two screens will display.

**If the selectee doesn't have a current Resumix PIN and the RPA number is less than 20 digits or greater than 20 digits, the screen below requesting a PIN will display. The HR Specialist enters the last six (6) numbers of the RPA number as the PIN. Example HR Specialist would enter 002345 as the PIN for the selectee on RPA number 02APR8TSABLANJ0002345

Civilian Virtual InProcessing
You must supply a Six digit pin for the customer.
<input type="text" value="002345"/>
<input type="button" value="Continue"/>

Note: This will not apply if the selectee currently has a PIN on file in Resumix.

**If the selectee has a current Resumix PIN or the RPA number has 20 characters, the cVIP Staffing Menu will display. The last six (6) numbers of the RPA number are automatically assigned as the selectees PIN if they don't have a current Resumix PIN.

The cVIP HR-Specialist Menu has 9 TABS

By clicking on the various TABS the HR Specialist will be directed to the module for which they desire access. The selected TAB will show in on the left side of the screen display.

1. RPA Information

This screen displays information contained on the RPA.

2. Tentative Selection

This module contains the forms and documentation required to verify eligibility for employment.

3. Pre-Appointment

This module contains the forms required to complete the personnel action. The forms required for completion are determined by the HR Specialist.

4. Appointment

Documentation required to completed the appointment/personnel action

5. Enter New RPA

Use this Tab if you need to view and/or update another RPA. Clicking on this TAB will take the HR Specialist back the Civilian Virtual In-processing RPA Number Request Screen.

6. Email address

The HR Specialist may use this TAB to make changes to the e-mail address if necessary.

7. Refresh

This module allows the HR Specialist to refresh several items (3 button options) such as

- Refreshing the RPA data from DCPDS
- Deleting all selectee cVIP information for this RPA (i.e. selectee were to decline position, if done in error all forms will have to be re-accomplished)
- Refresh RPA data and delete all selectee cVIP information (Caution, this deletes all Data)

8. Update/Send to PARIS (ONLY THE AFPC HR SPECIALIST MAY UPDATE THIS TAB)

- Clicking this TAB will Send forms to PARIS
- If one of the forms is not completed cVIP will display a window stating which form and what is not complete, the information must be completed before attempting to UPDATE again.
- If all forms are complete a notice will appear that states that all forms have been flowed to PARIS and then the RPA Number window will re-display to allow the HR Specialist to enter a new RPA or EXIT.

9. Exit

The TAB will let the HR Specialist exit the system.

The screenshot shows a web browser window titled "RPA - Microsoft Internet Explorer provided by AFPC". The main heading is "Civilian Virtual InProcessing". Below the heading is a navigation bar with nine tabs, each numbered in a circle: 1. RPA Info, 2. Tentative, 3. Pre-Apppt, 4. Appt, 5. Enter New RPA, 6. Email Addr, 7. Refresh, 8. Update/Send to PARIS, and 9. EXIT. The text "(PERSONAL INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)" is centered above the tabs. The main content area has a light blue background and contains the following fields:

- RPA Number: 02DEC9PAFPCDPC272569
- CVIP ID: 123456
- EFFECTIVE DATE: (empty field)
- Personnel Data**
 - Name: Civilian Virtual I
 - Sex: M
 - SSAN: 123456789
 - Date of Birth: 07/22/1944
 - U.S. Citizenship: Y
- Position Data**
 - Number: 47X32
 - Sequence: 224496
 - Title: HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLACEMENT)

E-mail Address Tab

Once the HR Specialist selects a valid RPA number, it is imperative to assign an address under the e-mail TAB. This e-mail address assigned is used to notify the HR Specialist of module completion by the selectee. This e-mail address is also used by the applicant to notify the HR Specialist if assistance is needed with the application or any questions pertaining to the completion of required forms.



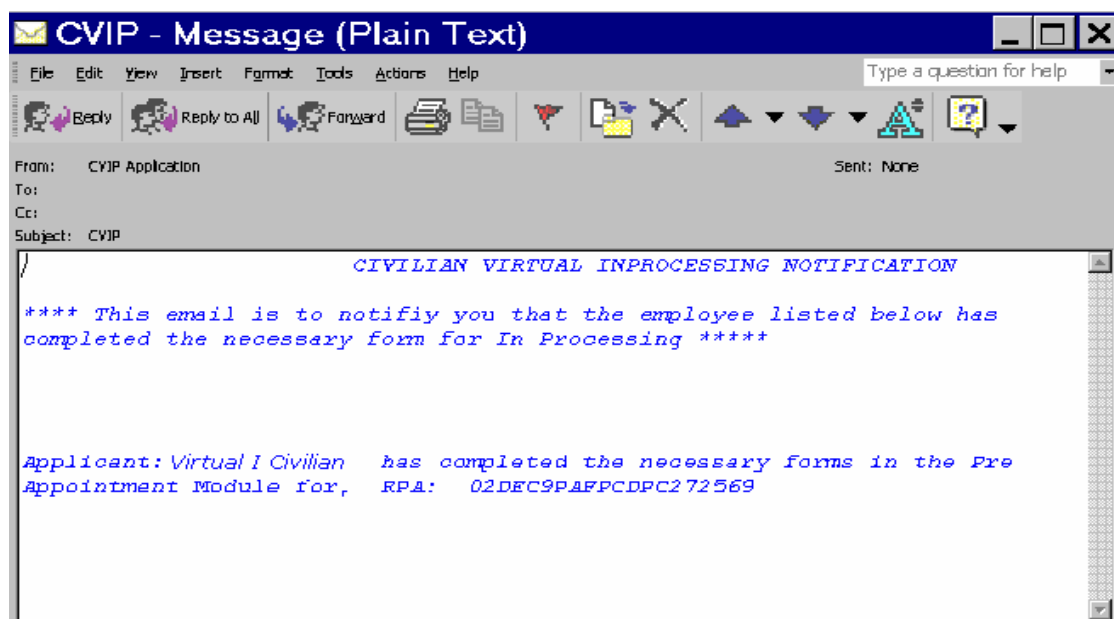
The screenshot shows a web form titled "Civilian Virtual InProcessing" in a large, bold, red font. Below the title, in a smaller black font, is the text "(PERSONAL INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)". Further down, in a purple font, is the instruction "Please type in your email address and press CONTINUE". Below this instruction is a text input field labeled "EMAIL ADDRESS" containing the text "Virtual.InProcess@RANDOLPH.AF.MIL". At the bottom of the form are two buttons: "Continue" and "EXIT".

Click on **Continue** button to save the e-mail address.

The **Exit** button will return operator to the cVIP Staffer Menu without saving the changes.

Example of an E-mail notification

The automated **Civilian Virtual In-processing Notification** (notification of completion of module) will be sent to this e-mail address. This email address will also be used by the selectee to notify the HR Specialist that they require assistance with the application or to address any questions regarding the completion of the required forms.



Chapter 2 – Three Step Process

There are three primary modules (TABS) in the cVIP appointment process:

1. **Tentative**
2. **Pre-Appointment**
3. **Appointment**

1. Tentative - Upon Tentative Selection, the HR Specialist examines the position and selectee information, to determine what information is required to validate employment eligibility. For example, if the selectee claimed Veteran's Preference, he/she must now provide a DD 214. The HR Specialist enters required documentation into the cVIP; they advise selectees to enter the cVIP web application and submit documentation within 5 days

Once the HR Specialist reviews required documentation and validates employment eligibility, the selectee is advised to enter the next phase, Pre-Appointment. Depending upon the position and selectee status, the following data is collected: Reserve Status (AF 3598), Prior Federal Service (SF 144), Race and National Origin (SF 181), and Self-Identification of Handicap (SF 256).

2. Pre-Appointment - During the Pre-Appointment phase, selectees also must accept applicable conditions of employment including: State Criminal History Records Checks, Drug Testing, Emergency Essential, Term, Mobility, Supervisory Probation, etc.

3. Appointment - Finally, the employee is scheduled for in-processing at which point he/she will complete the Appointment phase of cVIP. By this time, the majority of the documentation has been completed. The employee will report to the Civilian Personnel Flight to complete his/her in-processing.

Tentative Appointment Module

The HR Specialist will type a capital "X" in the box titled "Give Employee Access". By selecting this box the selectee will have access only to the tentative appointment module, unless the HR Specialist provides access to other modules as well.

The Tentative Appointment Module is the first phase of the process and is used to determine appointment eligibility. The HR Specialist selects the forms/documents required by typing a capital "X" in the appropriate boxes under column heading "**Complete Marked Forms**".

The HR Specialist will then input the Name, address & fax number of the POC who will receive and verify the selectees appointment eligibility documents.

The screenshot shows the "CVIP TENTATIVE MENU" web form. The form includes a header with the title and a sub-header "(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)". Below the header are navigation tabs: "Tentative", "Pre-App", "App", "RPA Info", "Email Addr Refresh", and "Enter New RPA Update/Save". A "Click to Update Record" button is located below the tabs. The form contains several input fields and checkboxes, with callouts explaining their functions:

- "Y" or "X" in this box indicates that this applicant/employee":** Points to the "Tentative Pick List (Type an 'X' (MUST BE CAPITAL) when tentative forms have been selected)" section.
- "X" box to grant employee access to this Module":** Points to the "Give Employee Access" checkbox.
- "X" in the complete marked forms selects those forms required to be completed by the selectee.":** Points to the "Complete Marked Forms" column header.
- "X" all forms/documents required":** Points to the "Complete Marked Forms" column header.
- Complete with POC for receipt of required documents.":** Points to the "Name", "Address", "City, State, Zip", "Commercial Fax Number", and "DSN Fax Number" fields.

The form also includes a section for "Forms already in your possession" and a list of forms/documents to be completed, including "Certificate of Release" or "Discharge from Active Duty" (DD214A), "College Transcripts", "NAF Notification of Personnel Action (AF 1545) or AAFES Form 1200-75", "Verification Letter from Personnel Office", "Notification of Personnel Action (SF 300)", "Certification statement dated within the last year from a State Vocational Rehabilitation Service, Department of Veterans Affairs or Gallaudet College...", and "Permanent Change of Station Orders returning you to United States".

The HR Specialist selects any forms/documents required to verify eligibility. (for example a DD214) which the selectee will be required to FAX, mail, or hand carry to the servicing CPF within 5 days.

To save changes/updates click on the "Click to Update Record" button.

The HR Specialist then notifies the selectee that they may now start the Civilian Virtual In-Process. A sample notice is provided at **Appendix A-1**. At a minimum, the HR Specialist will provide the selectee with the cVIP Employee web site address and instructions on how to enter the web site. The selectee must have their SSN, the full RPA number and a PIN to access the cVIP employee site.

Samples of the forms contained within the Tentative Module can be found at **Appendix B**.

Appointment Module

The CPF is responsible for completing the Forms in this module (the INS I-9 and the SF 61).

The screenshot shows a web browser window titled "mainmenu (4) - Microsoft Internet Explorer provided by AFPC". The page is titled "CVIP APPOINTMENT MENU" with a logo on the left and a shield on the right. Below the title is a subtitle "(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)". A navigation bar contains tabs: "Appointment", "Tentative", "Pre-Appt", "RPA Info", "Email Addr", "Refresh", "Enter New RPA", "Update/Send to PARIS", and "EXIT". The "Appointment" tab is selected. A "Click to Update Record" button is visible. Below this, there are input fields for "SSAN:" (containing "123456789") and "Name:" (containing "Civilian Virtual I"). A section titled "Appointment Pick List (Type an 'X' (MUST BE CAPITAL) when forms are selected)" includes a checkbox for "Give Employee access". Below this is a table with columns: "Complete Marked Forms", "Locked by Staffer", "Date Signed", and "Push Button for Forms". The table has two rows: one for "INSI9 (Employment Eligibility Verification)" and one for "SF61 (Appointment Affidavits)". A note states: "(NOTE: Staffer must first pre-fill information on the SF61 before the employee signs)". At the bottom, there is "Information" text: "If transferring from another agency and you have a Thrift Savings Plan (TSP) loan, please bring your TSP loan information." and "If transferring from another agency, bring your TSP-19, if available."

The HR Specialist/CPF representative must complete the Dept/Agency, Bureau, and Place of Employment blocks on the SF 61. The selectee then completes the INS I-9 and must be prepared to submit the documentation required to verify citizenship. The selectee then awaits notification of entrance onto duty date. The CPF/AFPC HR Specialist reviews forms for acceptability and notifies the selectee of their appointment date. There is nothing on the SF 61 for the employee to complete. After the Oath the CPF representative completes the required signature block on the SF-61 and clicks the **<Click to Update Record>**. The CPF representative notifies AFPC that the Appointment module has been completed.

Upon completion of the Appointment module (verify appt date, typed name, & date on the SF61) the HR Specialist clicks the **<Click to Update Record>** button. When all modules have been accepted and the employee has reported for duty the AFPC HR Specialist will click on the **Update/Send to PARIS** tab located at the top of the cVIP HR Specialist Menu. The information accumulated on the appropriate cVIP forms/documents will be sent to the EOPF & the appropriate forms will then be available for official printing & employee review.

Samples of the forms contained within the Appointment Module can be found at **Appendix D**.

Chapter 3 – Refresh Tab

Refresh Tab

When the HR Specialist clicks on the Refresh tab a new window will display giving the HR Specialist several items that can be refreshed.

The screenshot shows a web application window titled "Civilian Virtual InProcessing". At the top, there is a navigation bar with several tabs: "Refresh", "Tentative", "Pre-Appnt", "Appnt", "RPA Info", "Enter New RPA", "Update/Send to PARIS", "Email Addr", and "EXIT". The "Refresh" tab is currently selected. Below the navigation bar, there is a text field labeled "RPA Number:" containing the value "02DEC9PAFFPCDPC272569". Below this, there are three buttons with corresponding instructions:

- Refresh RPA Data** (labeled A): To only refresh RPA data from Modern DCPDS press (This will only overwrite existing par data only)
- Refresh Employee Data** (labeled B): To only refresh/delete employee information data collected press (This will delete the employee data and reset the pick lists)
- Refresh All** (labeled C): To refresh both RPA data and delete Employee Data press (This will overwrite RPA data, delete employee information, and reset the pick lists)

- A. **"Refresh RPA Data"** This will only refresh RPA data from DCPDS. For example if the position number data or the effective date of the action is changed on the RPA (once the RPA has refreshed) this button would allow you to overwrite the existing RPA data in cVIP. The new information will replace the old on all pertinent forms.
- B. **"Refresh Employee Data"** This deletes all employee cVIP information for this RPA and resets the pick lists in the tentative, pre-appointment, and appointment modules. This would be useful if the Selectee completes the wrong forms or never enters onto duty and the RPA has not been processed. CAUTION: If you accidentally hit this button, the selectee will have to re-accomplish ALL of the forms.
- C. **"Refresh All"** This refresh will delete both the RPA and selectee data. This would be used in the case of an employee who is appointed and the RPA has been processed, then the selectee does not show for work after the established EOD. CAUTION: THIS BUTTON DELETES NOT ONLY THE EMPLOYEE INFO BUT ALSO DELETES THE RPA.

Chapter 4 – SENDING FORMS TO PARIS

COMPLETING THE RPA cVIP HR SPECIALIST MENU AND SENDING FORMS TO PARIS.

When all documents/forms have been reviewed and approved by the HR Specialist and the employee is on the rolls, the AFPC HR Specialist clicks the **Update/Send to PARIS** tab located at the top of the cVIP HR Specialist Menu to flow all OPF documents to PARIS. The **Update/Send to PARIS** tab will generate the transactions to PARIS and lock the forms to prevent any additional updating. Forms/documents generated in the EOPF from information sent from cVIP are “official” documents/forms and may be used in their appropriate capacity. Forms will be seen in PARIS after refresh. An additional day is required before viewing in Cyber Docs.

If at the time the AFPC HR Specialist clicks the **Update/Send to PARIS** button, one of the forms is not complete the application will generate an error notice. The HR Specialist must return to the form and complete or have the selectee complete the missing data. The information must be updated by having the HR Specialist or selectee click the **<Click to Update Record>** button. The HR Specialist will then attempt to **Update/Send to PARIS**.

However, if all forms are complete when the AFPC HR Specialist clicks on the **Update/Send to PARIS** button, the system will display a window that states that all forms have flowed to PARIS and then the RPA Number window will redisplay to allow the HR Specialist to enter a new RPA.

ONLY the AFPC HR Specialist clicks to send forms/ documents to PARIS

CVIP TENTATIVE MENU

(PERSON INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

Tentative Pre-Apppt Appt RPA Info Email Addr Refresh Enter New RPA **Update/Send to PARIS EXIT**

Click to Update Record

SSAN: 571811380

Name: Hague Leland D

Civilian Virtual InProcessing

You must fill out and date the SF15 "FOR USE BY APPOINTING OFFICER ONLY" information.

Continue

Civilian Virtual InProcessing

All PARIS Forms for this RPA has flown to PARIS

Main Menu

Chapter 5 – Exiting cVIP

When the user is ready to leave the cVIP application he/she must click on the **Exit** tab at the top of the cVIP HR Specialist Menu. This will close the cVIP application. The final **Exit** screen will be displayed. Click the **Exit** button on this screen and user will be disconnected completely from the application.

RPA - Microsoft Internet Explorer provided by AFPC

Civilian Virtual InProcessing

(PERSONAL INFORMATION - SUBJECT TO PRIVACY ACT OF 1974 AS AMENDED)

RPA Info **Tentative** Pre-Appt Appt Enter New RPA Email Addr Refresh Update/Send to PARIS **EXIT**

RPA Number: 02DEC9PAFPCDPC272569

CVIP ID: 123456

EFFECTIVE DATE:

Personnel Data

Name: Civilian Virtual I Sex: M

SSAN: 123456789 Date of Birth: 07/22/1944 U.S. Citizenship: Y

Position Data

Number: 47X32 Sequence: 224496

Title: HUMAN RESOURCES SPECIALIST (RECRUITMENT & PLACEMENT)

MainGoodbye - Microsoft Internet Explorer provided by AFPC

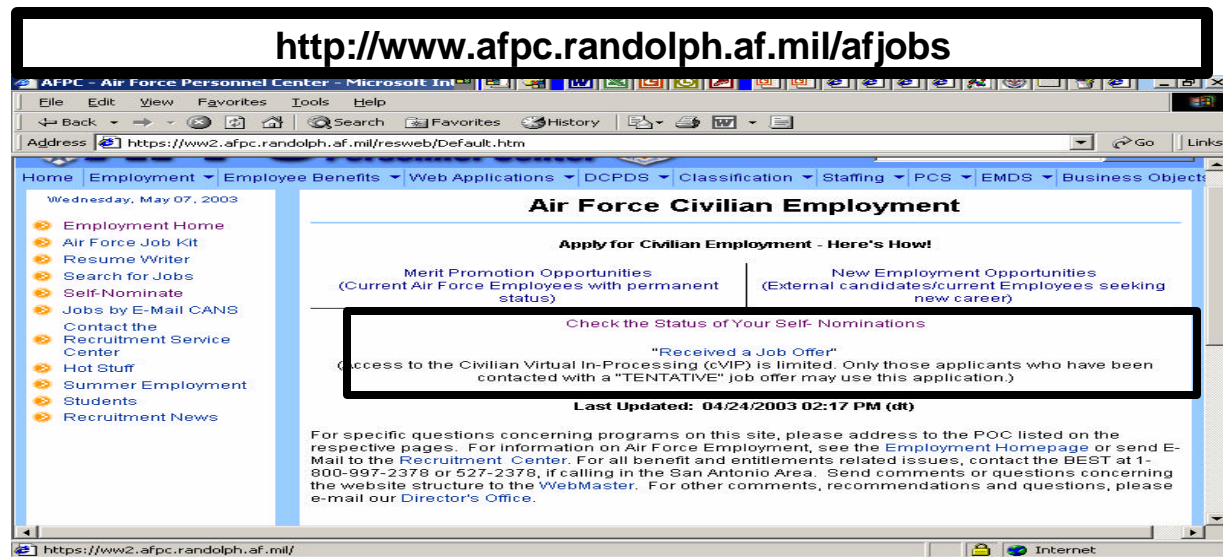
Civilian Virtual InProcessing

Click EXIT to leave the Civilian Virtual Inprocessing Application

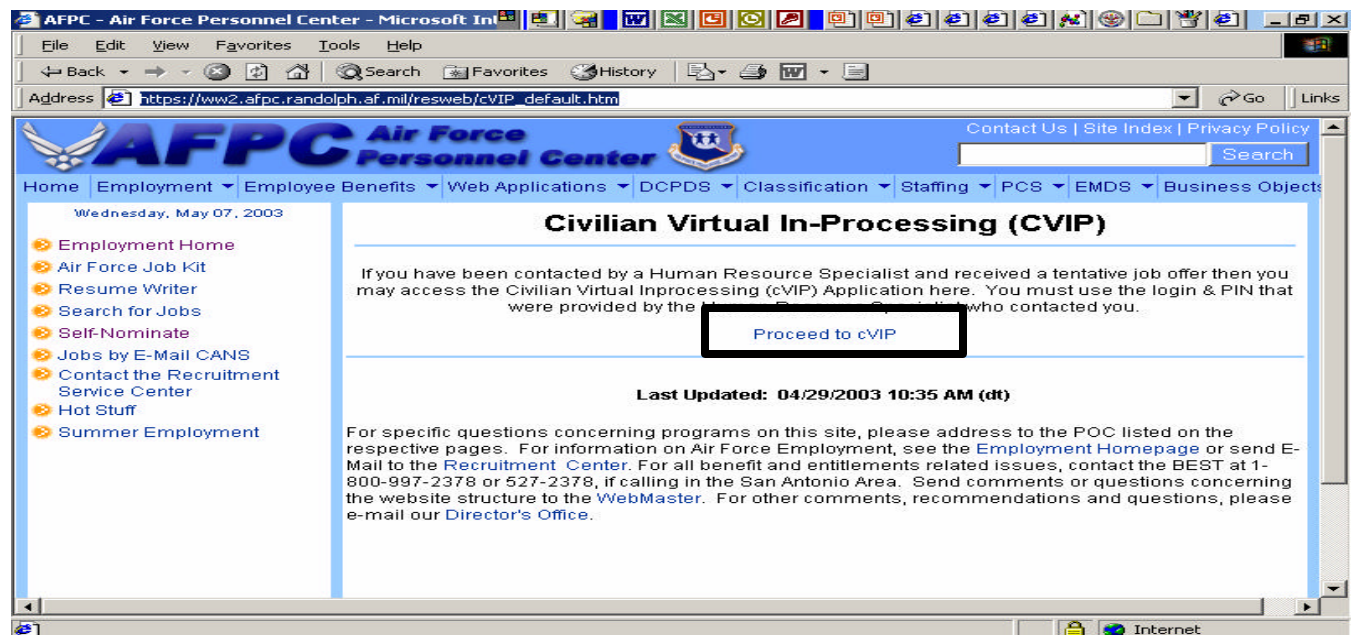
EXIT

Chapter 6 – Accessing cVIP (Selectee/Employee)

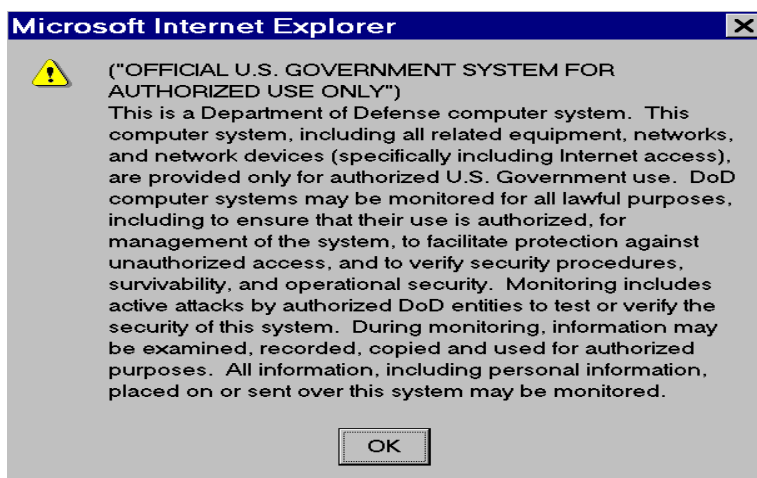
The Selectee/Employee will access cVIP through the AFPC Employment Page using the following hyperlink:



At the next screen the selectee will proceed to the cVIP Application.



Authorized Use Notice screen will display, click OK to proceed



At the Log In Screen the selectee will enter their SSN and PIN (A and B)

A screenshot of a web browser window titled "Civilian Employment - Log In". The page has a header "Civilian Virtual In Processing". Below this, there are two input fields: "Enter your Social Security Number (SSN):" and "Enter your Personal Identification Number (PIN):". The SSN field is labeled with a red "A" and the PIN field with a red "B". Below these fields is an "Enter" button. A yellow warning icon is present with text: "If you are using a computer that is shared with other customers, please log off and close the browser when finished to ensure the privacy of your account information." Below this is a "Privacy Act Statement" section with text: "Authority: Executive Order 9397", "Purpose: Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name.", "Routine Use: None", and "Disclosure: Voluntary. However, failure to provide the requested information will result in the inability to access this website." At the bottom of the page is the text "OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY".

The cVIP Welcome Screen will then display, the selectee will click on CONTINUE to proceed.
(This is the same screen that the HR Specialist accesses)

A screenshot of a web browser window showing the "Civilian Virtual InProcessing (CVIP) Air Force Civilian Employee Inprocessing" screen. The page features two circular logos at the top: the Department of Defense seal on the left and the Air Force seal on the right. Below the logos is a "Welcome to ..." message. The main heading is "Civilian Virtual InProcessing (CVIP)" followed by "Air Force Civilian Employee Inprocessing". Below this is a section titled "INSTRUCTIONS: To begin civilian inprocessing press the continue button." followed by text: "Your Civilian Virtual Inprocessing Login and PIN 6 year typed name on all forms in CVIP have the same effect as your signature and are accepted as your electronic signature." A large "CONTINUE" button is at the bottom, with a red box around it. Below the button is a small "EXIT" button. At the very bottom, there is a disclaimer: "Be advised that any false statement in any transaction accomplished through this application, or willful misrepresentation, is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both, according to Federal law. Additionally, this may result in disciplinary action up to and including removal from Air Force employment. If you acknowledge and understand this and wish to continue using this application press CONTINUE."

The next screen is the RPA request screen the selectee must enter RPA number in all CAPS just as it has been provided by the HR Specialist.

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Please type in the RPA number:

(When typing in the RPA number ensure letters are typed in uppercase. Alpha characters will always appear on the screen as uppercase letters even if typed in lower case)

The cVIP Selectee/Employee Menu has 6 TABS

The cVIP Employee Menu looks similar to the cVIP HR Specialist Menu except the employee may only see the Modules to which they have been granted access by the HR Specialist. The cVIP Employee Menu has six tabs: **(1) Tentative**, **(2) Pre-Appt**, **(3) Appt**, **(4) Instructions**, **(5) Finished**, and **(6) Exit**. The employee clicks on the **“Update”** button to save information on a cVIP form and clicks on the **Finished** tab when a module is completed. The employee clicks on the Exit tab to close the cVIP Employee Menu. Once the selectee has completed the forms, documentation, and information for the appropriate module, the HR Specialist will be notified via e-mail. A review of the forms and information is accomplished to determine if they are completed appropriately.

1 2 3 4 5 6

Tentative Pre-Appt Appt Instructions Finished EXIT

SSAN: Name:

Click on the "Finished" tab when all the actions have been completed on this page.

- Employee clicks on appropriate tab

- "Instructions" tab provides employee information concern cVIP

- Clicking the Exit tab closes the cVIP Employee Web Site

- "Main Menu" returns to cVIP Employee Menu without saving.

- "Update" saves changes

The **Finished** TAB must be clicked each time all forms have been completed under **each** module. When the selectee has updated the module and clicked on the **Finished** TAB they will receive this notification.

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This will notify the Staffer that you have completed the necessary forms. Once you have done this these forms can not be changed without approval.	
<input type="button" value="Continue"/>	<input type="button" value="Abort process"/>

When the selectee has completed a module and clicks the **Finished** tab at the top of the selectee module, a notice that the module has been completed by the employee, **CIVILIAN VIRTUAL INPROCESSING NOTIFICATION**, will be automatically sent to the E-mail address provided by the HR Specialist. The HR Specialist may view the selectees progress by accessing the cVIP **Staffer Menu** at any time during the process.

If the HR Specialist later discovers that a form or document not previously selected is required, “X” the appropriate box or boxes and click the **<Click to Update Record>** button at the top of the Pick List Module. If the selectee has already completed the module, they must be informed of the additional requirements so that they may again access cVIP.

Once the selectee has selected the Finished TAB all the forms should have an “X” in the Locked by HR Specialist box. Once the “**Locked by HR Specialist**” box is X’d the selectee will only be able to view information on the form, not change information, unless the HR Specialist removes the X from the “**Locked by HR Specialist**” box and clicks on the **<Click to Update Record>** button. When changes/additions/reviews/ signatures on the forms have been accomplished by the HR Specialist, he/she clicks on the **<Click to Update Record>** button at the top of the cVIP HR Specialist Menu to save the changes.